SERVICE INSTRUCTION

Sash Removal / Replacement – Sliding Window

These instructions apply to:

Pella® 150 Series 2020 - Current
Centera by Pella™ 02/2007 - 2011
ThermaStar by Pella® 2003 - 01/2022
Encompass by Pella® 02/2008 - Current

Supplies Needed:

- Replacement vent sash

NOTE: Remember to work safely while doing any maintenance or repair. This includes wearing safety glasses and using safe work practices. Make sure your work area is unobstructed and clear of window coverings, etc..

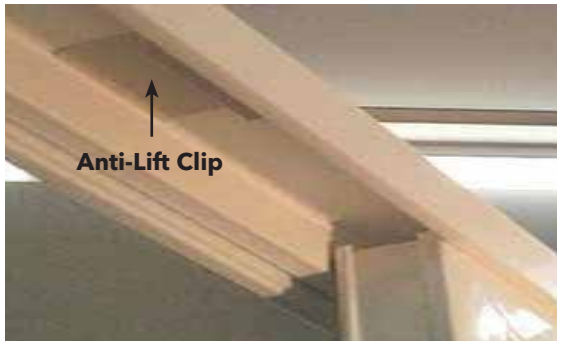
1 Operating Sash Removal:

A. Remove the operating sash by sliding it to the fully open position.

NOTE: Insure the sash has cleared the anti-lift clips located at the top of the frame.

1A





B. Grasp the sash with both hands and lift up and out of the bottom track.

1B



CAUTION!
Sash may be heavy.

2 Operating Sash Installation:

A. Before re-installing the sash, vacuum out the roller track in the bottom of the frame and clean with warm, soapy water. This will help ensure a smooth operating sash.



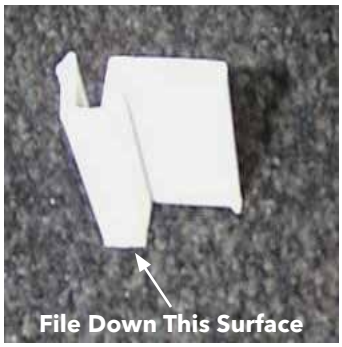
B. Re-install the sash in the fully open position by inserting the top of the sash into the top channel, then the bottom into the bottom track.



NOTE: If the sash hits the anti-lift clips when closing, the anti-lift clips may need to be removed and filed down to allow the sash to pass.

C. Close and lock the sash a few times to ensure proper operation.





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